



VIVEKANANDHA
COLLEGE OF ARTS AND SCIENCES FOR WOMEN
[Autonomous]

ISO 9001: 2015 ♦ Periyar University ♦ AICTE ♦ NAAC A+ ♦ 2(f) & 12(B)
Elayampalayam-637205, Tiruchengode, Namakkal Dt., Tamil Nadu.



Internal Quality Assurance Cell (IQAC)

Date: 23.06.2023

CIRCULAR

This is to inform that IQAC Meeting is scheduled on today 26.06.2023, @2.00 pm in IQAC Board Room. All the HODs & Dept. IQAC Coordinators are asked to attend the meeting without fail.

Agenda:

1. Faculty Performance Appraisal Collection
2. Result Analysis Apr-May 2023 Exams
4. Workload & Time Table Updation
5. AQAR-2022-23 Preparation
6. Action Plan
7. Annual Report-2022-23

Director-IQAC
DIRECTOR,

Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.

Principal
PRINCIPAL

VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous)
ELAYAMPALAYAM - 637 205.
TIRUCHENGODE TK. NAMAKKAL DT
TAMIL NADU

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2. HODs & Dept. IQAC Coordinators
3. Principal Office



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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date: 26.06.2023

Time: 2:00 PM

Venue: IQAC Board Room

Members Present:

- Principal
- Director, IQAC
- Department IQAC Coordinators
- Heads of Departments

Agenda:

1. Faculty Performance Appraisal Collection
2. Result Analysis (April-May 2023 Exams)
3. Workload & Time Table Updation
4. AQAR 2022-23 Preparation
5. Action Plan for the Academic Year

Proceedings:

1. Faculty Performance Appraisal Collection

- Discussed the importance of collecting appraisals from faculty to evaluate teaching and research performance.
- Decided to set a deadline for submission by **05.07.2023**.
- Each Department IQAC Coordinator is responsible for compiling and submitting their respective faculty appraisals to IQAC.

2. Result Analysis (April-May 2023 Exams)

- Shared the consolidated performance data of students.
- Emphasized the need for identifying low-performing areas and creating an improvement strategy.
- HODs were instructed to analyze department-wise results and report corrective measures.

3. Workload & Time Table Updation

- Discussed the workload distribution for the upcoming semester.
- Coordinators were asked to ensure that workload aligns with faculty expertise and availability.
- Final time table updates must be submitted by **05.07.2023**.



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4. AQAR 2022-23 Preparation

- Reviewed the progress on the Annual Quality Assurance Report (AQAR) for 2022-23.
- Coordinators were reminded to update data on curricular, co-curricular, and extracurricular activities.
- Submission deadline set for **31.07.2023** to meet NAAC requirements.

5. Action Plan for the Academic Year

- Discussed the tentative action plan, emphasizing academic excellence, digital transformation, and student-centric initiatives.
- Agreed on finalizing the department-specific action plans by **15.07.2023**.

The meeting concluded with the Principal emphasizing the importance of collaboration and timely action to achieve the institution's quality goals for the academic year.

Meeting Adjourned: 3:30 PM

Director, IQAC

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Internal Quality Assurance Cell (IQAC)



Date: 24.11.2023

CIRCULAR

This is to inform that IQAC Meeting is scheduled on today 24.11.2023, at 2.00 pm in IQAC Board Room. All the HODs & Dept. IQAC Coordinators are asked to attend the meeting without fail.

Agenda:

- Review of Faculty Performance Appraisal Submissions
- Analysis of Improvement Measures from April-May 2023 Results
- Status of Workload & Time Table Implementation
- Progress on AQAR 2022-23 Submission
- Review of Action Plan for the Academic Year
- Preparation for Internal & External Academic & Administrative Audit

Director-IQAC
DIRECTOR,

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Internal Quality Assurance Cell (IQAC)



Minutes of the Meeting

Date: 28.11.2023

Time: 2:00 PM

Venue: IQAC Board Room

Members Present:

Principal

Director, IQAC

All Department IQAC Coordinators

Agenda:

- Review of Faculty Performance Appraisal Submissions
- Analysis of Improvement Measures from April-May 2023 Results
- Status of Workload & Time Table Implementation
- Progress on AQAR 2022-23 Submission
- Review of Action Plan for the Academic Year
- Preparation for Internal & External Academic & Administrative Audit

Proceedings:

1. Review of Faculty Performance Appraisal Submissions

- Confirmed that all department appraisals were submitted by the deadline of 30.06.2023.
- Discussed feedback received and its integration into the Faculty Development Plan for 2023-24.

2. Analysis of Improvement Measures from April-May 2023 Results

- Departments reported strategies implemented based on the results analysis.
- Early indications of improvement in student performance were noted during internal assessments.
- It was agreed to conduct additional training sessions for faculty on innovative teaching methodologies to enhance learning outcomes.

3. Status of Workload & Time Table Implementation

- Verified that updated workloads and time tables for the semester were finalized and implemented by 05.07.2023.
- Discussed minor adjustments made to address faculty availability and specific student



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4. Progress on AQAR 2022-23 Submission

- Noted that the final draft of AQAR 2022-23 will be submitted to External Academic and Administrative Audit (AAA) Auditors before the scheduled visit.
- Identified areas for improvement in data collection processes for future cycles.
- Proposed a training session on maintaining accurate departmental records to ensure seamless AQAR preparation.

5. Review of Action Plan for the Academic Year


- Departments presented updates on their specific action plans.
- Significant progress was noted in areas such as digital transformation, community outreach, and student-centric initiatives.
- Agreed to conduct a mid-year review in January 2024 to track further progress on action plans.


6. Preparation for Internal & External Academic & Administrative Audit

- Discussed the importance of documentation and readiness for the upcoming internal and external AAA.
- Each department was instructed to submit all relevant data and supporting evidence by 15.12.2023 to the IQAC office.
- Decisions Taken:
- Faculty Workshop: Organize a workshop on innovative teaching strategies by January 2024.
- Data Collection Process: Streamline and improve the record-keeping process for AQAR data collection to ensure efficiency and accuracy.
- Action Plan Updates: Departments to submit updates on their action plans for the mid-year review by 10.01.2024.

The Principal acknowledged the efforts of all coordinators and departments in meeting deadlines and achieving key quality benchmarks. Focus will remain on maintaining momentum and addressing improvement areas identified during the meeting.

Meeting Adjourned: 3:15 PM


DIRECTOR,
Internal Quality Assurance Cell
Vivekanandha College of Arts and
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PRINCIPAL
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VIVEKANANDHA
EDUCATIONAL INSTITUTIONS

INTERNAL QUALITY ASSURANCE CELL
DQAC Meeting Attendance

Date: 28.11.2023

Venue : IQAC BoardRoom

| S. No | Department | Name of the Coordinator | Phone No | Signature |
|-------|------------------------------|-------------------------|------------|----------------------|
| 1 | TAMIL | Dr. Achandrabekaran | 9842849782 | Dr. Achandrabekaran |
| 2 | ENGLISH | Dr. N. Lakshmi | 904212426 | Dr. N. Lakshmi |
| 3 | MATHEMATICS | V. DHANASENTHIL | 9524486066 | V. DHANASENTHIL |
| 4 | PHYSICS | S. MURUGESAN | 9788420245 | S. MURUGESAN |
| 5 | CHEMISTRY | Dr. S. Mohan | 6382285299 | Dr. S. Mohan |
| 6 | BOTANY | Dr. N. Senthil Kumar | 9715473806 | Dr. N. Senthil Kumar |
| 7 | ZOOLOGY | Dr. G. SATHISH KUMAR | 9952333603 | Dr. G. SATHISH KUMAR |
| 8 | MICROBIOLOGY | Dr. L. Ashok Kumar | 9842639963 | Dr. L. Ashok Kumar |
| 9 | BIOTECHNOLOGY | Dr. K. SATHI KUMAR | 9080259707 | Dr. K. SATHI KUMAR |
| 10 | BIOCHEMISTRY | Dr. R. K. Kishor | 701031583 | Dr. R. K. Kishor |
| 11 | PSYCHOLOGY | Dr. C. Praveen | 9003378215 | Dr. C. Praveen |
| 12 | NUTRITION & DIETETICS | U. BHARATHI | 9500744101 | U. BHARATHI |
| 13 | MANAGEMENT STUDIES | Dr. B. Jayalakshmi | 9952663535 | Dr. B. Jayalakshmi |
| 14 | COMMERCE | | | |
| 15 | COMMERCE CA | | | |
| 16 | COMMERCE (B&I, A&F, BPS, PA) | Dr. V. Senthil Kumar | 876069534 | Dr. V. Senthil Kumar |
| 17 | CS&CA | V. P. MUTHUKUMAR | 9942176565 | V. P. MUTHUKUMAR |
| 18 | HISTORY | REKHAJITHA KUMARI | 7708925334 | REKHAJITHA KUMARI |
| 19 | ECONOMICS | Dr. N. Prityanayagan | 9585750733 | Dr. N. Prityanayagan |
| 20 | POLITICAL SCIENCE | Dr. K. B. THANGARAJ | 9854798052 | Dr. K. B. THANGARAJ |
| 21 | TFD&CDF | M. L. VISAYALAKSHMI | 8667733228 | M. L. VISAYALAKSHMI |

Director
23

Internal Quality Assurance Cell
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Principal

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Internal Quality Assurance Cell (IQAC)



Date: 28.11.2023

CIRCULAR

This is to inform all concerned that a Management Review Meeting has been scheduled on 30.11.2023, at 3.00 pm in Board Room. All the Management Members, Principal, Vice Principal, Controller of Examinations (COE), Director, IQAC & HODs are asked to attend the meeting without fail.

Director-IQAC

DIRECTOR,

Internal Quality Assurance Cell
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Principal

PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL (IQAC)



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EDUCATIONAL INSTITUTIONS

30.11.2023

Minutes of the Management Review Meeting

The Principal (Chairman of the Management Review Committee) conducted a meeting with the members of the Management Review Committee at 3.30 pm on 30.11.2023 (Thursday) in VICAS Board Room and discussed the following items.

Members Present:

Dr. P. Baby Shakila, Principal, Dr. G. Menaka, Vice Principal, Dr. K. Padmanabhan, COE, Dr. M. Prasath Director-IQAC, Dr. P. Sasikumar, Director-Commerce, Dr. S. Ramadevi HOD-Maths, Dr. K. E. Poorni, HoD Biochemistry/Botany/Zoology, Dr. K. Ramesh HOD-CS&CA, Dr. K. Ramesh HOD-Physics,

ITEM 1: Minutes/ Action taken of previous meeting minutes

A previous Management Review meeting was conducted on 30.11.2023 in line with the requirements of ISO 9001:2015 and MRM procedure. The minutes from the previous MRM were reviewed.

- Details of adequacy of resources such as
 - Capital and Consumable requirements of the Academic year 2022-23
 - Faculty members recruited in the academic year 2023-24
 - Library resources (books/journals) requirement of the academic year 2023-24 were reviewed and observed that there was no deviation from the Periyar University affiliation requirements/UGC regulatory requirements.

ITEM 2: Review of quality objectives, data and goals

The committee reviewed the Quality Objectives, targets and its attainment along with the corrective measures and preventive measures for the deviations, if any, based on previous academic year 2022-23 (details are presented in Annexure 1). Based on that, it is revised for the academic year 2023-24 and the same is given below.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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| Department | Objectives | Goal | Actual |
|-----------------|---|-------------------------------------|------------------|
| Each Department | • Achieving pass percentage in every subjects in End Semester Examination | Greater than 90% | Greater than 95% |
| | • Achieving pass percentage in every class in End Semester Examination | Greater than 85% | Greater than 90% |
| | • Achieving pass percentage in every department in End Semester Examination | Greater than 80% | Greater than 85% |
| | • Achieving pass percentage in every subjects in Internal Test -1 | Greater than 80% | Greater than 80% |
| | • Achieving pass percentage in every class in Internal Test -1 | Greater than 75% | Greater than 85% |
| | • Achieving pass percentage in every subjects in Internal Test -2 | Greater than 85% | Greater than 90% |
| | • Achieving pass percentage in every class in Internal Test -2 | Greater than 80% | Greater than 85% |
| | • Achieving pass percentage in every subjects in Internal Test -3 | Greater than 90% | Greater than 95% |
| | • Achieving pass percentage in every Class in Internal Test - 3 | Greater than 85% | Greater than 90% |
| | • Participation in Conference/ Seminar/ Workshop/ FDP, etc. | One per semester per faculty member | Yes |
| | • Presentation/Publication in National/International Conferences/Journals | One per year per faculty member | Yes |



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| Department | Objectives | Goal | Actual |
|------------|---|---|--------|
| | •Completion of Online courses through Coursera/edX/MIT/NPTEL, etc. | One per Semester per faculty member | Yes |
| | | For students, as per the Periyar University | Yes |
| | • Submission of Project proposals to funding agencies | One per year per faculty member (s) having Ph.D | Yes |
| | • Organizing conference/seminar/ workshop/FDP, etc. | One per year | Yes |
| | • Conducting Guest Lecture/ Special Lecture | Two per semester | Yes |
| | •Organizing value added courses/certification courses | As per the Periyar University | Yes |
| | •Faculty Industrial Visit | One per faculty per year | Yes |
| | •Virtual Laboratory Experiments | Two per semester | No |
| | • Signing of MoU with Industry | Two per year | No |
| | • Organizing Skill Development Programme for Non-Teaching Staff | One per year | No |
| | • Patent Filing | One per year | Yes |
| | • Student Industrial visit | As per the Periyar university | Yes |
| | • Internship at Research organization /University (after due approval from the Department Consultative Committee) | As per the Periyar university | Yes |
| | • Student Industrial training | As per the Periyar university | Yes |



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

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| Department | Objectives | Goal | Actual |
|---|--|---|--------|
| Training and Placement | • Organizing skill development program for all Students. | One per semester | Yes |
| | • Placement of students | Minimum 75% of eligible Students | Yes |
| Library | • Increase in the No. of Books e-Books in Central Library/ Book Bank • Subscribing to Journals/e-Journals | As per UGC norms | Yes |
| Physical Education | • Sports, Games, Drills and Physical exercises | As per the Periyar university | Yes |
| Entrepreneurship Development Cell (RIT E-Cell) | • Orientation/Awareness Programme | Two per semester | Yes |
| Co-curricular Activities | • Professional Society activities | • One per semester • Submission of Application for Awards, if any/applicable | Yes |
| | • Student Technical Association activities | • Two per semester | Yes |
| Extracurricular Activities (All clubs) | • Clubs: Conducting relevant programmes | • One per semester | Yes |
| | • NSS & YRC: • Conducting activities related to social services in and around College | As per the Periyar university | Yes |



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Item 3: Review of the Internal and External issues:

The committee reviewed the external and internal issues given in the VICAS Quality manual and updated for the academic year 2022-23 with the following points:

Internal issues:

- Issue regarding poor syllabus coverage
- Issue regarding Absence of motivation
- Issue regarding Lack of Counselling
- Issue regarding Lack of facilities
- Issue regarding Poor Quality of Question Paper
- Issue regarding Lack of Variety of Questions
- Issue Regarding Less Number of Tests
- Issue Regarding Absence of Validity of Testing
- Issue regarding No remedial Test

The Above-mentioned Internal Issues was properly addressed by introduced new forms in the QMS and the respective HODs and Process owners are requested to Review and Monitor Periodically.

External issues:

- Issue Regarding Social and Cultural Environment:
 - Students Induction programme and Swatch Bharath Programme has been introduced as per UGC norms and conducted.

The details of changes in Internal and External Issues are incorporated and presented in Annexure 2.

ITEM 4: Review of the short term and long-term Goals

The committee reviewed the long-term goals given in the VICAS Quality Manual and accepted as it is for the academic year 2022-23.

Provision of Modernized Infrastructural Facility

- Establishing infrastructure that are conducive for carrying out R&D activities
- Existing infrastructure to be re-oriented for being in line with new standards

Facilitation more Centres of Excellence / MoUs

- Creation of at least 2 CoEs per department by tapping the resources and expertise in each domain clusters



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- Signing 2 MoUs per semester per department with relevant companies to support the academic and students development (internship/placement)

Having 70% - 75% PhD Qualified Faculty

- Encourage faculty to pursue PhD
- Urging doctorates to obtain research supervisorship
- Recruiting faculty with doctorate and having industry exposure in their field of specialization
- Motivate the existing faculty/research scholars to complete the Ph.D with in stipulated time

Establishment of Centre for Skill Development

- Establishing Centre for Skill Development (CSD) to develop the best skilled manpower for the industry
- Each department will have minimum of 3 skills of relevant domain
- This may be treated as value added course and any department students can avail this facility Necessary LMS for tapping the digital learning, e-learning solutions and interactive sessions for the enrichment of skills through online

Reinforcing the Campus Facilities and Support Systems

- Establishing new laboratories to stay relevant in future technologies
- Online access to materials on website so as to increase library resources
- To increase the internet bandwidth for speedy data transactions and increased continuous utilization of online to entire campus

Improve Teaching Learning Process

- Learning by doing and project-based learning to given impetus
- Effective usage of Smart classrooms for better experiential learning
- Introduction of Lecture Capturing System (LCS) for creating recorded videos for future usage and especially for virtual self-paced learning for students

Enhance the output in Research and Consultancy

- To enhance the quality of research publications by faculty
- Emphasis on external funded research projects
- Research with international collaborations
- Augmenting industry sponsored R&D projects
- Increasing consultancy projects



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ITEM 5: Review of the Adequacy of the resources

The respective Head of the Departments and Process owners are asked the required resources for the academic year 2022-23 under the following headings.

- Details of Lab equipment's consumable requirements as per PU
- Details of Faculty members to be recruited to meet the work load/as per university
- Details of Library resources (Books/journals)

- Details of Sports facilities requirement
- Details of Training and Placement requirement

ITEM 6: Review of Academic Process Performance

The committee reviewed the report of analysis of Even semester results (April/ May 2023 End Semester Examination Results) for all the departments. The respective HOD is responsible to take action for improvement (deviations from Quality objective 2022-23, if any) in consultation with the Principal.

ITEM 7: Review of stakeholder's Needs & Expectation and feedback

The committee reviewed the Needs and Expectation, Based on the suggestions Accreditation/Certification Body, Professional Society, Recruiters and University are included additionally as stake holders. The committee reviewed the feedback collected from various stakeholders for the Academic year 2022-23.

- Based on the status of student feedback analysis report, it is found that only 1 faculty member scored less than our institution threshold (70%). The respective HOD is responsible to take action for improvement in consultation with the Principal.
- Based on the parents feedback related to sports, necessary steps have been taken.
- All the employers given very positive feedback with our students with respect to their level of Technical Competency, Communication skills, Level of Commitment to work, Adaptability & Team work. The employers suggested to develop the practical skills. The respective HODs were informed to take necessary action.

The Changes are incorporated and Details are presented in Annexure 3.

ITEM 8: Internal Audit Results



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The committee reviewed the report of the status of internal audit which was conducted from Internal Audit. All the observations and findings of these audits were properly closed by taking appropriate corrective measures. (Internal Audit Report)

ITEM 9: Document Change and Control/Preventive and Corrective action

The committee reviewed the details of document change record and obsolete documents along with preventive and corrective action for the academic year 2023-24.

ITEM 10: Review of Internal Audits Observations and Findings

The committee reviewed the report of Internal Audits and findings. All the observations and findings were noted for further follow-up.

ITEM 11: Items for Follow-up in Next Meeting

- Next Meeting: Scheduled on Dec 2023.
- Item 5: Adequacy of resources needs follow-up in next meeting

Director IQAC

DIRECTOR,

Internal Quality Assurance Cell
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Principal

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HODS MEETING ATTENDANCE

Date: 30.11.2023

Venue: VICAS - BOARD ROOM.

| S. No | Name of the Faculty | Department | Designation | Signature |
|-------|---------------------|---------------|-------------------|-------------|
| 1 | Dr. P. Lakshmi | Principal | Principal | [Signature] |
| 2 | | | | |
| 3 | Dr. H. Menaka | Viceprincipal | Viceprincipal | [Signature] |
| 4 | Dr. M. PRASATH | IQAC | Director | [Signature] |
| 5 | Dr. K. Lajankar | chemistry | HOD | [Signature] |
| 6 | Dr. T.S. Gnanendran | Biotechnology | HOD | [Signature] |
| 7 | Dr. H. Prabhu | Pol. sc | HOD | [Signature] |
| 8 | S. Goidharan | Placement | Placement officer | [Signature] |
| 9 | K Mohanraj | English | AP/English | [Signature] |
| 10 | C. Malin Jeborai | Library | librarian | [Signature] |
| 11 | Dr. A. Palaniappan | HISTORY | Head/History | [Signature] |
| 12 | Dr. G. SUMITHRA | Economics | HOD Economics | [Signature] |
| 13 | Dr. K. E. Poorai | Bot, Zoo, BC | HOD | [Signature] |
| 14 | Dr. S. Ramadevi | Mathematics | Prof & Head | [Signature] |
| 15 | Dr. K. RAMESH. | PHYSICS | HOD Physics | [Signature] |
| 16 | Dr. S. PRAKASH | Commerce (co) | HOD | [Signature] |
| 17 | Dr. M. Gomathi | psychology | HOD/psychology | [Signature] |
| 18 | Dr. J. ARUL | Commerce CA | HOD | [Signature] |
| 19 | Dr. P. SASIKUMAR | Commerce | Director | [Signature] |
| | | | | |
| | | | | |

[Signature]



VIVEKANANDHA

COLLEGE OF ARTS AND SCIENCES FOR WOMEN

[Autonomous]

ISO 9001: 2015 ♦ Periyar University ♦ AICTE ♦ NAAC A+ ♦ 2(f) & 12(B)

Elayampalayam-637205.Tiruchengode, Namakkal Dt., Tamil Nadu.

Internal Quality Assurance Cell (IQAC)



Date: 12.04.2024

CIRCULAR

This is to inform all concerned that a meeting to review the Academic & Administrative Audit (AAA) Report for 2023-24 has been scheduled on 16.04.2024, at 4.00 pm in IQAC Board Room. All the Management Members, Principal, Vice Principal, Controller of Examinations (COE), Director, IQAC & NAAC Criteria Heads are asked to attend the meeting without fail.

Director-IQAC
DIRECTOR,

Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.

Principal
PRINCIPAL

VIVEKANANDHA COLLEGE OF ARTS AND
SCIENCES FOR WOMEN (Autonomous),
ELAYAMPALAYAM - 637 205,
TIRUCHENGODE TK, NAMAKKAL DT,
TAMIL NADU.

Copy to:

1. The Vice Principal & The COE
2. All HODs
3. Principal Office



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ACADEMIC & ADMINISTRATIVE AUDIT REPORT (AY-2023-24) REVIEW MEETING MINUTES

DATE: 16.04.2024

VENUE: Board Room, VICAS

TIME: 04.30 pm

AGENDA:

1. External Academic & Administrative Audit (2023-24) Report – Review on Action Taken.

Members Present:

1. The Chairman & Secretary
2. Executive Director
3. Research Director
4. The Principal
5. The Vice Principal
6. The Controller of Examinations
7. The Director of IQAC
8. NAAC1-7 Criteria In-charges

The following points (from A&A Audit Result) are discussed in the meeting and resolutions are noted as follows.

- The Chairman and Secretary asked the Executive Director to initiate the meeting with the comments given by Academic and Administrative Audit Committee.
- It is suggested that IQAC has to conduct analysis of the Current Curriculum.
- It is suggested to have internal audit every semester to take stock of the happenings during the mid-semester and end of the semester, which will help in taking mid-course corrections, if needed. The Chairman insisted to conduct Internal Audits with the Auditors team of sister-concern institutions of VICAS. The External Audit will be conducted with the external NAAC Experts Team.
- It is suggested that IQAC has to conduct performance analysis of the students periodically and take necessary steps for improve the quality of academics.
- It is noted that 104 faculty members are PhD holders out of 276 teaching faculty members in total. Among the 104 faculty. Only 23 faculty are PhD research guides. 80 faculty with PhD qualification are idle for their qualification. The eligible faculty members should obtain PhD Guideship in three months of time, otherwise necessary actions will be taken by the management.



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- The Principal insisted that there are more faculty members are working for more than 10 years without registering Ph.D. or Not qualifying SET/NET Exams. Those faculty members are insisted to to register Ph.D. as early as possible.
- The Research Director added his points that the academic stream wise (PCM, Biosciences, Commerce & Management, & Arts) research forum/club will be installed and research promotional activities are conducted in every week. The same will be monitored and documented by Research & Development Cell.
- It is suggested that IQAC should organise Workshops for Faculty members on Preparing proposals for Research projects to funding agencies & 'Professional Article Writing using the AI tools to increase the quality Research Projects & Publication output. The IQAC and R&D has planned to organise a workshop on Research Writing & Quality Publications in the third week of May 2024.
- The Chairman and Secretary insisted that the college should be administered through proper channel. The Principal should forward the Academic and Administrative Audit Report to IQAC Director, soon after receiving the report, he should categorise the suggestions Criteria wise (1-7) and then distribute them to the respective incharges. The Criterion incharges should analyse and submit action taken report to IQAC Director with their signature. The IQAC Director has to add his expertise in the action taken report of the criteria incharges and the final draft to be submitted to the Principal for approval and all the actions on the experts' suggestions are to be completed/implemented as early as possible. All these activities are properly documented in all stages of communications. Finally, IQAC-Director has to organise a meeting and present the Action taken Report to the Management with the status as Completed/On Progress/ yet to Complete.
- The Chairman and Secretary emphasised that IQAC Director has to plan & work effectively and independently to improve the quality on all aspects and documentations. The IQAC has to complete all the Actions taken on experts suggestions and call for the same meeting again for presentation.
- The IQAC Director suggested that if the ERP is ready for IQAC and Office before 1st of June 2024, it will be helpful for effective documentation for the academic year 2024-25.



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➤ Further, Admission status of VICAS & VIAAS are discussed. Tele-calling enquiry and direct admission enquiry follow up system should be strengthened. The Chairman asked Dr. G.Menaga, Vice principal/VICAS to look after the admission office's day to day activities (full-time) from 9.30 am to evening from 17.04.2024 onwards. Newly appointed Admission coordinator should be allotted Cabin Number 1 in Admission office and all the Admitted and Not Admitted students should meet him for counselling and for exit gate pass sign.

➤ All the teaching faculty members who received 12th students mobile numbers, should follow up the mobile numbers for admission during the holidays (Friday, Saturday and Sunday).

➤ All the faculty members must contribute to the development of the institution through either Admission reference or Research activities like Publications and Research Projects if Ph.D. holders.

Director-IQAC
DIRECTOR,

**Internal Quality Assurance Cell
Vivekanandha College of Arts and
Sciences for Women (Autonomous)
Elayampalayam, Tiruchengode,
Namakkal Dt, Tamil Nadu.**

Principal
PRINCIPAL

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